



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687.8256 | www.tiogacountyny.com | 56 Main St. Owego NY 13827

Property Purchase Application

Purchaser

Name:

Address:

Phone:

E-mail:

Indicate Type of Entity:

Corporation

Incorporated in what state?

Date incorporated:

Authorized to do business in NY State?

Yes

No

Partnership

Indicate type of partnership:

Number of general partners:

Number of limited partners:

Not-for-Profit

Incorporated in what state?

Date incorporated:

Limited Liability Corporation

Formed in what state?

Date formed:

Sole Proprietorship

Name of Sole Proprietor:

Individual Person

Not-for-profits and Corporations, attach Certificate of Incorporation. LLCs, attach Articles of Incorporation.

Corporate Applicants, list below the identity of all partners of principles with ownership interest. Not-for-Profits, list board members (attach additional pages, if necessary):

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

Yes No

Do you own any other properties in Tioga County?
If yes, attach list of properties.

Do you have a personal or professional relationship with the Tioga County Property Development Corporation, any of its directors or employees?

Are there any outstanding judgements against you?

Have you filed for bankruptcy in the past 7 years?

Are you party to a lawsuit?

Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment?

Have you owned property foreclosed on for tax-delinquency?

Have you or an immediate family member previously owned the property for which you are applying?

If you answered yes to any of these questions, attach an explanation.

Property

Address(es) of the property you are interested in purchasing:

Development/Management Plan

I plan to: (check all that apply)	<u>Redevelopment</u>	<u>Management</u>
	Renovate	Occupy this property as my primary residence
	Occupy/Operate As-Is	Occupy this property with my own business
	Demolish/Deconstruct	Operate this property as a rental
	New Construction	Redevelop and re-sell to an owner occupant
		Redevelop and re-sell

If you plan to occupy the home yourself, have you owned a home before? Yes No

If you plan to manage as a landlord you must be located in Tioga County or an adjacent county, or you must have a local property manager.

Property Managers Name: Phone Number:

Attachments

Remember to include all applicable attachments:

Description of applicant's experience/qualifications to complete the proposed project
List of other properties owned in Tioga County
Redevelopment Plan
Proof of financing for purchase and redevelopment/renovation costs
Management Plan (for rentals)
Evidence of financial ability to maintain the property (home owner)
Purchase Contract (offer)
Deposit (\$500 minimum)
Certificate of Incorporation or Articles of Incorporation (corporate applicants)
Copy of Applicant's Photo ID
Home-Buyer Education Course Certificate of Completion (required for first-time buyers)

Redevelopment Plan: Attach detailed work specifications and an itemized budget for all work to be completed. Ensure that these include the Land Bank's minimum energy upgrade standards, if applicable to your project. If proposing new construction, include schematic drawings. Include a brief description of the project, whether the applicant will undertake certain portions of the project or hire contractors, and an estimated timeline for completion. In addition, attach **proof of financing** available to complete the work proposed. Acceptable forms of proof of financing include:

- Bank statement
- Letter of Credit
- Loan Pre-Qualification Letter
- Grant Award/Funding Commitment Letter

Management Plan: If the applicant plans to manage the property as a rental, attach a monthly income and expense budget for the property and a narrative description of your marketing plan, management procedures, standard lease agreement, and anticipated market served.

Financial Ability to Maintain Property: If the property is to be owner-occupied, provide documentation of current income (W2 or three recent pay stubs) and an estimate of anticipated mortgage, taxes, insurance, and maintenance costs.

Applicants' Experience/Qualifications: Unless the purchaser plans to occupy/operate the property in as-is condition, they must attach a narrative description of their experience completing similar development or renovation projects, their qualifications or training to complete the project, and/or their plan to engage qualified individuals to complete the project.

Signature

The applicant hereby certifies that the statements contained in this application are truthful and complete and agrees to provide further documentation upon request. Attach a copy of the applicant's photo ID.

This application does not guarantee transfer of property; all sales subject to approval by the TCPDC Board of Directors.

Signature

Date

Name (print)